United Nations ST/IC/2005/48

Secretariat

9 September 2005

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the sixtieth session of the General Assembly and additional arrangements for admission during the general debate, to be held from 17 to 23 September and 26 to 28 September 2005**

Sixtieth session of the General Assembly (for general debate, see paras. 17-35 below)

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixtieth session of the General Assembly, including arrangements that will apply during the general debate of the sixtieth session of the General Assembly, to be held from Saturday 17 to Friday 23 September, and from Monday 26 to Wednesday 28 September 2005. A separate information circular will be issued describing arrangements that will apply during the High-level Plenary Meeting, to be held from Wednesday 14 September through Friday 16 September 2005. Arrangements for the general debate are set out in paragraphs 17 to 35 below.

Admission to Headquarters buildings

2. Staff members, retirees, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. With the exception of the period 15 August to 3 October 2005, when the Pass and Identification Unit will be relocated to a temporary facility, expired passes will be

* Expiration date of the present circular: 11 September 2006.

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replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office. From 15 August through 28 September 2005, this service can be requested in the temporary North Lawn Facility, at 47th Street and First Avenue. Staff members who arrive without their building passes will be directed to the Visitors' Entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

Access at the 42nd and 46th Street entrances

3. During the sixtieth session, staff members, including those bearing only the United Nations laissez-passer, retirees, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the ground-floor Secretariat lobby entrance upon presentation of a valid building pass. Due to the heightened security arrangements currently in effect, affiliates, accredited representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents) and those who possess courtesy and temporary building passes will be required to use only the 46th Street entrance. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and x-ray screening will be conducted at the Secretariat entrance.

4. All large packages brought into the premises will be subject to security inspection.

Access through the delegates' entrance

5. During the sixtieth session, the pedestrian gate at 45th Street and First Avenue and the delegates' entrance to the building will be reserved for use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Access for members of the information media

6. During the sixtieth session of the General Assembly, members of the media with valid United Nations building passes will use the visitors' entrance at 46th Street and First Avenue. Resident correspondents with equipment and non-resident correspondents with or without equipment must pass through security screening at the 46th Street and First Avenue entrance. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, must use only the 46th Street entrance, where they and their equipment will be subject to security screening. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue and are exempt from magnetometer screening.

Access to restricted areas

7. In accordance with established procedures, the second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in those areas and accredited members of the information media. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

8. Access to the second floor, including the North Lounge and the General Assembly Hall, will be permitted only upon presentation of a secondary pass for the sixtieth session of the General Assembly, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by Executive Offices. Building passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

9. Access to the second-floor South Lounge will require a secondary access pass. At certain times, special arrangements temporarily restricting access to the South Lounge for brief periods of time may be in effect.

Admission of non-United Nations persons

10. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the visitors' entrance at 46th Street and pass through magnetometer screening prior to admission to the building. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

Traffic in the Secretariat Circle

11. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to the vehicles of the heads of delegation from the Permanent and Observer Missions to the United Nations. Vehicles may exit at any time through the Secretariat Circle.

Parking

12. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises. With appropriate certification from the United Nations Medical Service, those who are

physically challenged will be able to park in a designated area in the 3-B level of the garage.

13. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may enter only through the 48th Street entrance between 6 a.m. and 8 p.m. and are encouraged to leave through the 42nd Street exit between 6 a.m. and 8 p.m., from Monday to Friday. At other times, including Saturday and Sunday, vehicles must enter and exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

14. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

15. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Since the demand at 1 p.m. is usually heavy, staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor of the Conference Building, the Vendery at various locations, the cafeteria on the third floor of the DC-1 Building and the cafeteria located on the first floor of UNICEF House. The Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

16. The hours of operation of the various facilities during the sixtieth session of the General Assembly will be as follows:

13 September 2005 to 11 September 2006

Main cafeteria (Secretariat Building, first floor)

Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building, third floor and 1-B visitors concourse; Conference Building, 1-B north garden level)

Monday-Sunday	Open 24 hours

North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	8 a.m.-6 p.m.

DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Coffee Shop (General Assembly Building concourse, first basement)

Monday-Sunday	8.30 a.m.-4.45 p.m.

United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Additional arrangements for admission during the general debate, to be held from 17 to 23 September and 26 to 28 September 2005

Pass and Identification Offices, UNITAR Building and North Lawn Facilities

17. From Monday 15 August 2005, in preparation for the sixtieth session of the General Assembly, the Protocol Accreditation Unit has been relocated to the UNITAR Building, located at 807 United Nations Plaza near the corner of 45th Street and First Avenue, and will be open to delegations for accreditation. In coordination with this change of location, the Pass and Identification Unit has relocated to two facilities, one with access at 48th Street, the other with access at 47th Street. The North Lawn Playground facility, with access at 48th Street, will service new accreditation requests from representatives of non-governmental organizations and the media. The North Garden facility, with access through the

gate at 47th Street, will assist delegations, staff members, affiliates and interns. The hours of operation until Friday 9 September at both North Lawn facilities will be from 9 a.m. to 5 p.m.

18. The hours of operation for the Protocol Accreditation Unit (UNITAR Building) and Pass and Identification Offices at the North Lawn Playground and North Garden facilities will be as follows:

Protocol Accreditation Unit (UNITAR Building)

Date	*Hours of operation*
Weekdays up to 5 September (including Labor Day)	9.30 a.m.-5.30 p.m.
Tuesday 6 to Friday 9 September	9 a.m.-7 p.m.
Sunday 11 September	10 a.m.-4 p.m.
Monday 12 September	9 a.m.-7 p.m.
Tuesday 13 to Friday 16 September	8 a.m.-8 p.m.
Saturday 17 and Sunday 18 September	9.30 a.m.-6 p.m.
Weekdays from 19 to 30 September	9.30 a.m.-6 p.m.

Pass and Identification Unit (North Garden Facility, 47th Street)

Date	*Hours of operation*
Saturday 10 September	9 a.m.-9 p.m.
Sunday 11 September	9 a.m.-9 p.m.
Monday 12 September	8 a.m.-11 p.m.
Tuesday 13 September	8 a.m.-11 p.m.
Wednesday 14 September	6 a.m.-9 p.m.
Thursday 15 September	6 a.m.-9 p.m.
Friday 16 September	8 a.m.-8 p.m.
Saturday 17 September	7 a.m.-7 p.m.
Sunday 18 September	7 a.m.-7 p.m.
Monday 19 September	8 a.m.-6 p.m.
Tuesday 20 September	8 a.m.-6 p.m.
Wednesday 21 September	9 a.m.-6 p.m.
Thursday 22 September	9 a.m.-6 p.m.

Date	*Hours of operation*
Friday 23 September	9 a.m.-6 p.m.
Weekdays from 26 to 28 September	9 a.m.-6 p.m.

Media Accreditation Unit (North Playground Facility, 48th Street)

Date	*Hours of operation*
Weekdays from 15 August to 9 September	9 a.m.-5 p.m.
Saturday 10 September	9 a.m.-9 p.m.
Sunday 11 September	9 a.m.-9 p.m.
Monday 12 September	8 a.m.-11 p.m.
Tuesday 13 September	8 a.m.-11 p.m.
Wednesday 14 September	6 a.m.-9 p.m.
Thursday 15 September	6 a.m.-9 p.m.
Friday 16 September	8 a.m.-8 p.m.
Saturday 17 September	7 a.m.-7 p.m.
Sunday 18 September	7 a.m.-7 p.m.
Weekdays from 19 to 23 September	8 a.m.-6 p.m.
Saturday 24 to Wednesday 28 September	9 a.m.-5 p.m.

Access for representatives of non-governmental organizations, the media, retirees, staff, affiliates and interns

19. During the general debate, when the lobby of the General Assembly Building will remain a restricted area, representatives of non-governmental organizations and members of the media will be screened at the 48th Street entrance and North Lawn Playground facility. They will enter the Conference Building at the concourse level through the north garden doors. Affiliates and interns will be screened inside the main screening facility located on the Visitors Plaza and at the west Canadian doors. They will enter the General Assembly Building and use the elevators to the concourse level from where they can proceed to the Secretariat Building. Individuals holding courtesy, temporary (non-photo) and recreational club passes will not be given access to the United Nations complex. In addition, outside messengers and guests will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Whenever it is essential to conduct official business at the Secretariat, staff members who work in United Nations annex buildings are advised to use the pedestrian crossovers at 42nd and 48th Streets to enter the United Nations premises. The 46th Street pedestrian crossover will be

designated for use by delegations and may be used by others with proper United Nations identification. The median at First Avenue and 46th Street will be used by satellite communication vehicles and their personnel.

20. During the general debate, members of the media who are not yet accredited will be required to go through an accreditation and screening process in the North Lawn Playground facility. Magnetometer screening of members of the media and their equipment will be conducted daily at the facility. They will exit the facility and proceed along the East River promenade to enter the Conference Building at the concourse level.

Access for representatives of non-governmental organizations

21. During the general debate, access arrangements for representatives of non-governmental organizations will be through the entrance at 48th Street and First Avenue, where they will be subject to security screening. Those who are not yet accredited will be required to go through an accreditation and screening process in the North Lawn Playground facility. Representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to a limited number of seats reserved for them in the fourth balcony of the General Assembly Hall.

Access to restricted areas

22. During the general debate, access to the second floor of both the General Assembly and Conference Buildings will require secondary passes. Access to these areas will be given to those bearing United Nations building passes and colour-coded access passes (secondary passes) issued for the duration of the general debate, in accordance with established procedures. The bilateral meeting areas located in the Chinese Lounge on the second floor, the area behind the balcony on the third floor of the General Assembly Building and the General Assembly Building lobby will be reserved for members of delegations and staff conducting official business and will require proper United Nations building passes for access.

23. The North Lounge on the second floor of the Conference Building will be accessible to staff members with secondary passes who are conducting official business in the lounge during the general debate. The South Lounge will be utilized during this period as an area for the media to interview VIPs.

24. To the extent that space is available, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

25. During the general debate of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. For the period of the general debate, the information and reception desk in the General Assembly Building lobby will be relocated to the DC-1 Building lobby. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the lobby area. No guests will be permitted to enter restricted areas.

Tours

26. Regular guided tours will be suspended from 4 p.m. on Sunday 11 September to the close of business on Wednesday 28 September. On Thursday 29 September at 9 a.m., guided tours will resume and the building will reopen to the public.

Closure of First Avenue during the general debate

27. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to vehicular traffic on Tuesday 13 and Wednesday 28 September 2005. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint. The pedestrian street crossing points at 42nd Street and First Avenue will be closed at various times throughout the day because of the arrival and departure of motorcades. It is advisable to use crossing points at either 42nd Street or 46th Street and First Avenue. During intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing point and the checkpoint at the south-east corner of 48th Street.

28. Those who may encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the DC-1 Building, on 44th Street and First Avenue.

Traffic in the Secretariat Circle

29. The Secretariat Circle will be closed to vehicular traffic except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day, from 4 a.m. on Monday 12 September until the close of business on Wednesday 28 September 2005. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access routes

30. Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters: For vehicles travelling southbound on the FDR Drive, upon exiting the FDR Drive motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year, the route will be available from 4 a.m. on Monday 12 September until the close of business on Wednesday 28 September. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage. Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From this location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance.

Closure of the garage

31. For security reasons, the garage will be closed for parking from 4 p.m. on Sunday 11 September and will reopen for authorized vehicles at 4 a.m. on Monday 12 September. All vehicles must be removed not later than 8 p.m. on Sunday 11 September until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

32. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday 11 September, parking has been allocated for properly identified vehicles along both sides of First Avenue, from 51st to 56th Streets, from 8 p.m. on Sunday 11 September to 8 a.m. on Monday 12 September 2005. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government.

Vehicle security checks

33. All vehicles entering the garage are subject to search. Please limit the contents inside the vehicle to expedite security clearance. Significant delays should be expected. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday 12 through Wednesday 28 September.

Dining Room, other catering facilities and commercial operations

34. From Monday 12 through Wednesday 28 September 2005, with the exception of the three-day period 14 to 16 September, when special arrangements will be in effect, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the United Nations premises using the catering facilities. Additional facilities, open from 7 a.m. to 4 p.m., will be provided on the Visitors' Plaza to complement those listed below. The hours of operation for some catering facilities normally used by staff will change during this period.

Dates of the general debate and catering facility hours (17-23 September and 26-28 September 2005)

Main cafeteria (Secretariat Building, first floor)

Saturday 17 and Sunday 18 September	8 a.m.-6 p.m.
Monday 19-Friday 23 September	8 a.m.-8.30 p.m.
Monday 26-Wednesday 28 September	8 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday	12 noon-3 p.m.

Café Austria (Conference Building, first basement)

Monday-Friday	8 a.m.-6 p.m.
Saturday 17 and Sunday 18 September	8 a.m.-6 p.m.

UNCA Club (Conference Building, third floor)

Saturday 17 and Sunday 18 September	12 noon-3 p.m.
Monday 19-Friday 23 September	12 noon-3 p.m.
Monday 26-Wednesday 28 September	12 noon-3 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Visitor's Plaza (additional facilities)

Monday-Friday	7 a.m.-4 p.m.

35. With the exception of the three-day period 14 to 16 September, when special arrangements will be in effect, the Delegates' Dining Room will be open to members of delegations and United Nations bodies as follows: on Monday 12 and Tuesday 13 September from 11.30 a.m. to 2.30 p.m.; on Saturday 17 and Sunday 18 September from 12.30 p.m. to 3 p.m.; from Monday 19 to Friday 23 September from 11.30 a.m. to 2.30 p.m.; and from Monday 26 through Wednesday 28 September from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixtieth session of the General Assembly. Priority will be given to reservations from delegations.

United Nations ST/IC/2005/49

Secretariat

9 September 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixtieth session of the General Assembly**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by General Assembly resolution 57/301, the sixtieth session of the General Assembly will open on Tuesday, 13 September 2005. Accordingly, from 13 September 2005 until the last day of the main part of the regular session of the General Assembly, normal working hours will be eight and a half hours per day.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixtieth session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2005.

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United Nations ST/IC/2005/50

Secretariat

12 September 2005

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the High-level Plenary Meeting, 14-16 September 2005**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the High-level Plenary Meeting. This year, it will become necessary for the authorities of the Host Government to close the section of First Avenue in front of the United Nations to vehicular traffic from Tuesday, 13 September, at 7 p.m. until the close of business on Friday, 16 September 2005. Staff members will be required to present their building passes at checkpoints established between the north-west corner of 42nd Street and the south-east corner of 48th Street and First Avenue (see annex). All are reminded that, in view of the need for heightened security measures, the wearing of building passes will be strictly enforced.

Closure of the garage

2. For security reasons, the garage will be closed for parking from 4 p.m. on Sunday, 11 September 2005, and will reopen for authorized vehicles at 4 a.m. on Monday, 12 September 2005. All vehicles must be removed not later than 8 p.m. on Sunday, 11 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

3. To accommodate staff who will not have access to the United Nations garage after 4 p.m. on Sunday, 11 September, parking has been allocated to properly identified vehicles along both sides of First Avenue, from 51st to 56th Streets, from 4 p.m. on Sunday, 11 September, to 8 a.m. on Monday, 12 September 2005. A special parking decal to be obtained from the Garage Administration will be honoured by the authorities of the Host Government and should be displayed on the dashboard of the vehicle.

* Expiration date of the present information circular: 30 September 2005.

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Vehicle security checks

4. All vehicles entering the garage and their passengers will be subject to a search and screening process (see annex). In planning for arrival at Headquarters, allow additional time for screening. Staff members are encouraged to use public transportation for the period of the High-level Plenary Meeting, from Sunday, 11 September, through Friday, 16 September 2005.

Closure of First Avenue

5. The authorities of the Host Government have informed the Secretariat that they will close the section of First Avenue in front of the United Nations to vehicular traffic **from 7 p.m. on 13 September to the close of business on Friday, 16 September 2005, for security reasons. For all three days 14-16 September, it is recommended that staff members reporting for duty plan to arrive at Headquarters before 8 a.m.** Delegates, United Nations staff members and resident correspondents, upon presentation of their building passes, may cross First Avenue at 42nd, 46th, and 49th Streets; United Nations affiliates at 46th and 49th Streets; and members of the media at 49th Street (see annex).

6. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing and the checkpoint at 48th Street.

7. Staff members and affiliates who have difficulty gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Help Desk, in the DC-1 Building lobby, with entry on First Avenue between 44th and 45th Street.

8. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will be open 24 hours commencing at **4 a.m. on Monday, 12 September, until the close of business on Friday, 16 September. The garage exit at 42nd Street will be accessible at 4 a.m. on Monday, 12 September and will remain open 24 hours, until the close of business on Friday, 16 September**. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and on 48th Street to the garage. Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue.

Alternative access routes

9. An alternative route has been established for authorized vehicles and will be accessible from Monday, 12 September, at 4 a.m., until the close of business on Friday, 16 September. Southbound vehicular traffic will be able to approach Headquarters from FDR Drive. Upon exiting FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. There may be periods when FDR Drive is closed in both directions. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage. Vehicles travelling south on Second Avenue should proceed to

45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance.

Closure of the United Nations complex to the public

10. The General Assembly, Secretariat (including the Dag Hammarskjöld Library) and Conference Buildings will be closed to the public from 4 p.m. on Sunday, 11 September, through 6 p.m. on Wednesday, 28 September 2005. The last guided tour will be scheduled not later than 4 p.m. on Sunday, 11 September 2005. Guided tours will resume on Thursday, 29 September 2005.

Access to the United Nations complex

11. Access to the General Assembly, Secretariat (including the Dag Hammarskjöld Library) and Conference Buildings will not be granted to family members from Wednesday, 14 September, through Friday, 16 September 2005. Staff members should make all necessary arrangements in advance in that regard.

12. Staff members of the United Nations Secretariat; United Nations agencies, funds and programmes; delegations; and resident correspondents will be allowed access to the premises at United Nations Headquarters through the 42nd Street entrance, where they will be subject to screening in the South Lobby and first basement level of the Library building. In advance of the High-level Plenary Meeting, staff members bearing only a laissez-passer are required to visit the Pass and Identification Unit at the North Garden facility with certified requests for temporary Headquarters identification.

13. Staff members of the United Nations Secretariat; United Nations agencies, funds and programmes; resident correspondents; affiliates working in the Secretariat; and interns with valid United Nations building passes will be admitted at the 46th Street and First Avenue gate to the Visitors' Plaza, where they will be subject to screening inside the main screening facility (see annex). **They will use the stairway inside the General Assembly Building lobby to reach the concourse level and proceed along the first basement corridor to the Secretariat and Conference Buildings**. Delegates and their staff using the 46th Street entrance will be directed to the Canadian Doors and the designated screening point.

14. Unless it is essential to conduct official business, staff members who work in United Nations facilities located outside the General Assembly, Conference and Secretariat Buildings are advised to refrain from crossing First Avenue to enter the United Nations premises from 14 to 16 September.

15. In order to enhance security during the period of the High-level Plenary Meeting, the gate at 45th Street and First Avenue and the Delegates' Entrance will be reserved for exiting motorcades only.

16. All persons entering the premises at United Nations Headquarters will be subject to screening.

Access to restricted areas

17. The second floor of both the General Assembly and Conference Buildings, the bilateral meeting cubicles in the visitors' lobby and on the second and third floor balconies of the General Assembly Building, and Conference Rooms 4, 5, 6, 7 and 8 (garden level) are reserved for members of delegations and staff conducting official business in those restricted areas. Access to the General Assembly Hall, round table, and photography areas will be controlled during the period of the High-level Plenary Meeting, and staff members conducting official business in those areas must display a pass that corresponds to each area.

18. The North Lounge and the South Lounge areas on the second floor of the Conference Building will not be available to staff members during the High-level Plenary Meeting.

19. There will be no access for staff members, including those displaying secondary passes, to the gallery seating areas of the General Assembly Hall. Staff members will be able to follow the deliberations of the High-level Plenary Meeting via live and on-demand webcast through the United Nations Webcast website at: http://www.un.org/webcast.

20. Staff members who display a secondary pass will be seated in the balcony of Conference Room 3, where they may follow the discussions of the round-table sessions of the High-level Plenary Meeting.

21. The Trusteeship Council Chamber will be used for the High-level Plenary Meeting group photo. From 3 p.m. on Wednesday, 14 September through the remainder of the High-level Plenary Meeting, the Trusteeship Council Chamber will be available to delegates, aides-de-camp, interpreters, security personnel and others with secondary passes.

Dining room, other catering facilities and commercial operations

22. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises using the catering facilities. In that regard, additional catering facilities, open from 7 a.m. until 4 p.m., will be provided on the Visitors' Plaza to complement those listed below. During this period, the hours of operation for some catering facilities normally used by staff will change. The hours of operation of the various catering facilities from 14 to 16 September will be as follows:

Cafeteria (Secretariat Building, first floor)

Wednesday-Friday (14-16 September)	7 a.m.-8.30 p.m.

UNCA Club (Secretariat Building, third floor)

Wednesday-Friday (14-16 September)	8 a.m.-6 p.m.

Staff Cafe (Conference Building, fourth floor)

Wednesday-Friday (14-16 September)	12 noon-3 p.m.

UNDC-1 Cafeteria, third floor

Wednesday-Friday (14-16 September)	8.30 a.m.-6 p.m.

Visitors' Plaza (additional facilities)

Wednesday-Friday (14-16 September)	7 a.m.-4 p.m.

23. Cafe Austria will be closed from 14 through 16 September 2005.

24. The Delegates' Dining Room will be open Wednesday to Friday, 14 to 16 September, from 11.30 a.m. to 2.30 p.m. Priority will be given to reservations from delegations. With regard to the use of the Delegates' Dining Room for special catered functions, only requests from Permanent and Observer Missions will be accepted, and only persons with building passes issued at United Nations Headquarters in New York will be admitted.

25. The present circular should be read in conjunction with information circular ST/IC/2005/48 of 9 September 2005, which provides information on arrangements for admission to the Headquarters premises, and on parking, catering facilities and commercial operations during the sixtieth session of the General Assembly, including the general debate.

Annex

High-level Plenary Meeting (14-16 September 2005)

Strect checkpoints and pedestrian access

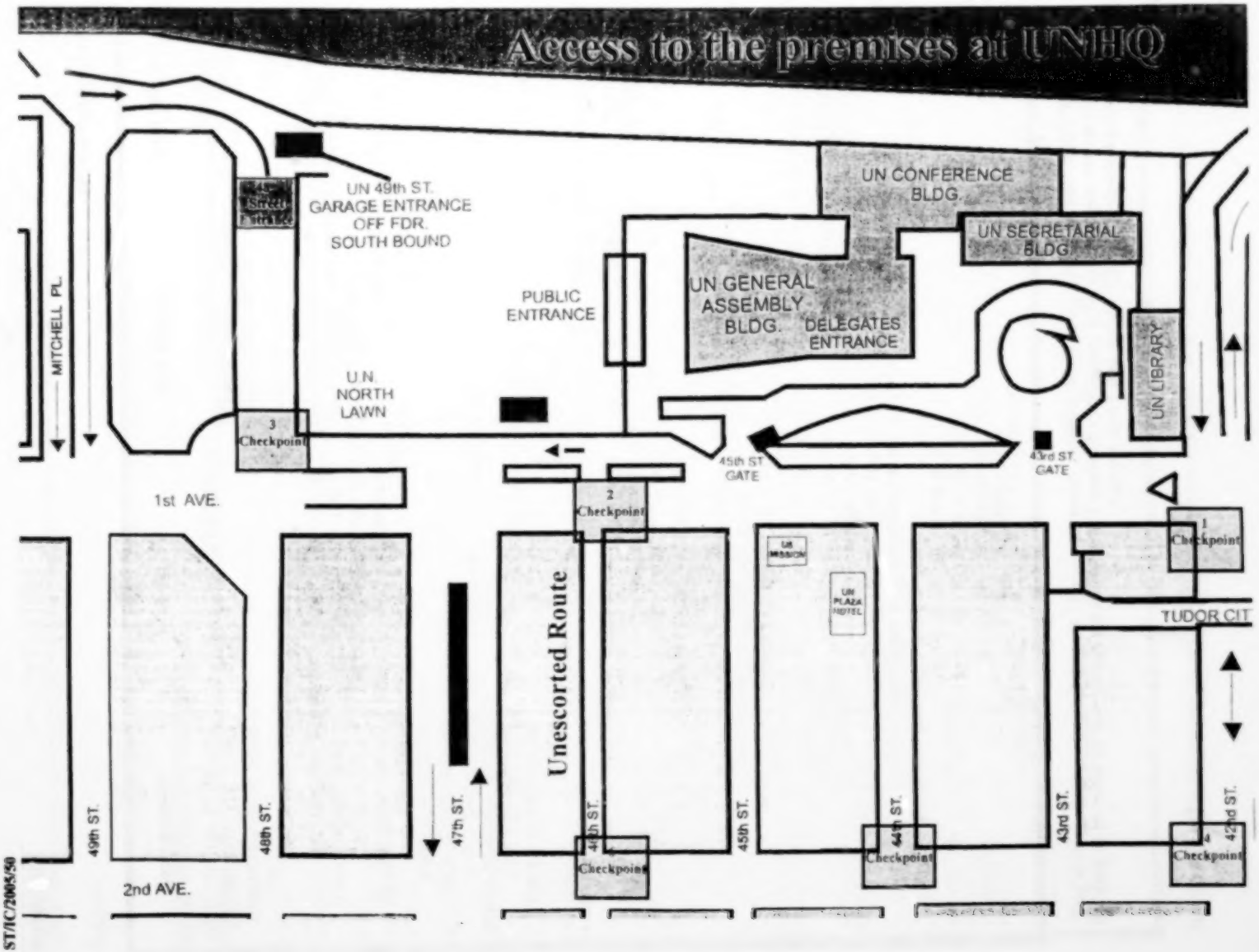
STREET CHECK POINT	ACCESS FOR	ENTRY GATE	BUILDING ENTRANCE	DURATION	RESTRICTIONS
42ND STREET & SECOND AVE	DELEGATES, STAFF & RES. CORRES. W/O EQUIPMENT	42ND STREET GATE	LIBRARY TUNNEL SOUTH LOBBY	0400 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID
42ND STREET WEST OF FIRST AVE	DELEGATES, STAFF & RES. CORRES. W/O EQUIPMENT	42ND STREET GATE	LIBRARY TUNNEL SOUTH LOBBY	0400 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID MAY CLOSE FOR MOTORCADE MOVEMENT
46TH STREET & SECOND AVE	HEADS OF STATE, GOVERNMENT	46TH STREET SOUTH VISITORS' GATE	DELEGATES ENT.	0600 – UNTIL CONCLUSION OF THE MEETINGS ON EACH DAY	MUST HAVE UN ID
	DELEGATES	46TH STREET NORTH and SOUTH VISITORS GATE	**14, 15, 16 SEPT** CANADIAN DOORS		
			15, 16 SEPT CANADIAN DOORS/ DELEGATES' ENTRANCE		MUST HAVE UN ID + 5 + 4
	RESIDENT CORRESPONDENTS, STAFF, AFFILIATES, INTERNS	46TH STREET & FIRST AVE	SCREENING TENT	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID
46TH STREET WEST OF FIRST AVE	HEADS OF STATE, GOVERNMENT & DELEGATIONS	46TH STREET SOUTH VISITORS' GATE	DELEGATES ENT.	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID MAY CLOSE FOR MOTORCADE MOVEMENT
	DELEGATES, STAFF, AFFILIATES, INTERNS & RES. CORRES.	46TH STREET NORTH VISITORS GATE	SCREENING TENT/ CANADIAN DOORS		
48TH STREET SOUTHEAST CORNER OF FIRST AVE CROSS FIRST AVE AT 49TH STREET AND PROCEED SOUTH TO 48TH STREET	DELEGATES	46TH STREET VISITORS GATE	VISITORS ENTRANCE/ CANADIAN DOORS	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE A VALID UN ID
	STAFF, AFFILIATES, INTERNS	46TH STREET VISITORS GATE	SCREENING TENT		
	MEDIA & NON RES. CORRES.	48TH STREET ENTRANCE	NORTH GARDEN DOORS	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	

In order to enter the restricted area everyone must pass through the security screening point.

Vehicular access

ENTRY POINTS	ACCESS FOR	DURATION	RESTRICTIONS
43RD STREET VEHICULAR GATE	HEADS OF STATE HEADS OF GOVERNMENT & HIGH RISK MOTORCADES	24 HOURS	ESCORTED MOTORCADES ONLY. ALL PASSENGERS MUST HAVE VALID UN ID
48TH STREET GARAGE ENTRANCE	ANY VEHICLES WITH VALID UN PARKING PERMIT AND PRE-AUTHORIZED DELIVERY VEHICLES	24 HOURS, EFFECTIVE 0400 MONDAY, 12 SEPTEMBER UNTIL 1800 WEDNESDAY 28 SEPTEMBER	ALL PASSENGER VEHICLES MUST HAVE VALID UN ID. ALL PASSENGERS WILL BE SCREENED. TRUCK DELIVERIES RESTRICTED TO 0400-0600 HOURS DAILY. SPECIAL ARRANGEMENTS WILL BE MADE FOR DELIVERIES AT OTHER HOURS
42ND STREET GARAGE EXIT	EXIT ONLY	OPEN DAILY 0400 UNTIL 2000 HOURS, MONDAY, 12 SEPTEMBER UNTIL WEDNESDAY 28 SEPTEMBER IN ADDITION, THIS EXIT WILL BE OPEN WHENEVER FIRST AVE IS CLOSED TO TRAFFIC	
45TH STREET & FIRST AVE	EXIT ONLY	OPEN DAILY 0400 UNTIL 2000 HOURS, MONDAY, 12 SEPTEMBER UNTIL WEDNESDAY 28 SEPTEMBER IN ADDITION, THIS EXIT MAY BE CLOSED PERIODICALLY WHENEVER FIRST AVE IS CLOSED TO TRAFFIC	

46th Street will be the route for unescorted vehicles. Must have valid United Nations vehicle permit and United Nations ID. Delegations with rental cars bearing United Nations decals will be allowed to pick up and drop off passengers on 46th Street and First Avenue.


Access to the premises at UNHQ
UN 49th ST.
GARAGE ENTRANCE
OFF FDR.
SOUTH BOUND
MITCHELL PL.
PUBLIC
ENTRANCE
UN CONFERENCE
BLDG.
UN SECRETARIAL
BLDG.
UN GENERAL
ASSEMBLY
BLDG.
DELEGATES
ENTRANCE
UN LIBRARY
U.N.
NORTH
LAWN
3
Checkpoint
1st AVE.
45th ST.
GATE
43rd ST.
GATE
2
Checkpoint
1
Checkpoint
TUDOR CIT
Unescorted Route
UN
MISSION
UN
PLAZA
HOTEL
49th ST.
48th ST.
47th ST.
46th ST.
45th ST.
44th ST.
43rd ST.
42nd ST.
4
Checkpoint
4
Checkpoint
2nd AVE.
ST/IC/2005/50